



## Release Instructions – CAMS-ME Portal Release 2.1A

Effective Date: June 5, 2008

What is the purpose of this training notification?

The purpose of the CAMS-ME Portal Release 2.1A training notification is to advise you of the system modifications within this release. Specifically, this information will advise you of the nature of the changes, when the changes will be implemented, and about the availability of updated training. **Due to the extensive nature of the changes in this release, we strongly encourage all CAMS-ME portal users to re-take the online training as a refresher.**

How can I access the updated online training course?

The updated online training course can be accessed from the [CAMS-ME](#) tab of the Military Equipment Valuation and Accountability (MEVA) website.

What is the effective date of CAMS-ME Release 2.1A?

The implementation date for CAMS-ME Release 2.1A is June 5, 2008.

What is new in this release?

CAMS-ME Release 2.1A changes include:

- 1) Renaming of several fields
- 2) Modification of one process
- 3) Addition of two new processes
- 4) Addition of two new reports
- 5) Implementation of a new capability for IUID-updated assets
- 6) Enabling of a new security feature

What are the field name changes?

The initial release of CAMS-ME used SAP software field names in both the GUI and the Portal; they did not reflect standard Department of Defense (DoD) terminology. For example, the term Company Code was an SAP term that CAMS-ME used to represent a Service (Army, Navy, Air Force, Marine Corps, etc.). CAMS-ME will change SAP field names to reflect standard DoD wording, as follows:

- The “Company Code” field will become “Service”
- The “Business Area” field will become “Service/Agency/Command”
- The “CTMS” field will become “Type Designation”

Additionally, CAMS-ME will add two new fields to the CAMS-ME Portal screens to further categorize assets:

- Group
- Category



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What processes have been changed and/or added?

The current “Quarterly Confirmation” process will become the “Quarterly Attestation” process.

The two new processes include:

- Maintenance of Financial Account Codes (FACs) in the CAMS-ME Portal
- Completion of the Annual Attestation process in the Portal as well

How will the “Quarterly Attestation” process work?

- The “Quarterly Attestation” process concept is the same as the “Quarterly Confirmation.” After making all quarterly updates to program assets, you will attest rather than confirm that they are accurate.
- The Confirm Quarterly Updates button currently under the **Programs** tab will become the new Attest button.
- When you attest to your program data for a quarter, the program will be locked until the new quarter is opened for update. This means that you will be unable to make asset or FAC updates once you attest to the data for a quarter.

How will the new “Annual Attestation” process work?

- The Annual Attestation process will be conducted at the end of the current fiscal year (FY) instead of the beginning of the following FY to avoid numerous prior-period adjustments.
- Data provided by the Property & Equipment (P&E) Policy Office to Component Financial Management Officers (FMO) in previous years will now be posted on the CAMS-ME portal under each individual program. The P&E Policy Office will notify all Component FMOs when the Annual Attestation reports are available for viewing.
- Current Program Adjustment procedures for correcting data prior to final attestation will remain the same.
- The complete FY2008 Annual Attestation process can be viewed from the [Valuation](#) tab of the MEVA website.

How will I use Financial Account Code (FAC) Maintenance in the Portal?

- The new FAC Maintenance button will be displayed under the **Programs** tab.
- All Portal users with the exception of those using the “Property Management Supervisors” profile can add FAC codes for their Service or Agency. However, you will need the assistance of the CAMS-ME Help Desk and the Property and Equipment Policy Office to disable FACs.
- The FAC Program Adjustment Process Flow Chart and Template will be modified to reflect the new procedures for Portal FAC maintenance.



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What new reports are being added to the Portal?

The Portal will include two new reports under the **Reports** tab.

- The POC Information Report will allow you to find points of contact for a program or groups of programs
  - The Yearly Attestation Status Report will allow you to view whether yearly attestation has been performed for a program or groups of programs
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What is the new capability for assets updated from the IUID Registry?

As mentioned in the last CAMS-ME release (2.0 Spiral A) Training Notification, all CAMS-ME programs have the capability to interface with the IUID Registry. This allows Portal users to transition from manually entering and updating assets to a more efficient automated process.

In order to use the IUID interface, your program must meet certain criteria outlined in the [MEVA Accountability Transition Plan](#).

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What is the new security feature being implemented?

The CAMS-ME logon process will change to use Public Key Infrastructure (PKI) Enabling. This means that the system will authenticate your account information via your Common Access Card (CAC) card. Thus, you will only need to enter your CAC PIN in order to access the Portal. When you logon to the portal for the first time after the new release is live, your CAC certificate will be automatically mapped in CAMS-ME system. Once that process is completed, you will no longer be required to enter a user name and password.

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What is the timeframe for taking advantage of the automatic mapping?

The window for automated mapping is from June 3<sup>rd</sup> through July 2<sup>nd</sup>, which should allow you to map automatically as you work on the 3<sup>rd</sup> quarter asset status updates. If for some reason you do not logon during the timeframe designated, you will need to contact the Columbus Call Center (CAMS-ME Helpdesk) for assistance with being mapped.

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What are the initial PKI mapping process, and the new logon process post mapping?

For your first logon after PKI has been enabled complete the following steps:

- Access the CAMS-ME portal site via the following url:  
<https://camsme.csd.disa.mil>
- Highlight your DoD CA (NON EMAIL) certificate and click on "OK"
- Enter your PIN and click "OK"
- Enter your current User ID and Password for the CAMS-ME Portal and click on "Log on"
- You will be logged into the CAMS-ME Portal application.

Once your certificate has been mapped, your new quarterly logon procedure will be as follows:

- Access the CAMS-ME Portal Site via the following url:  
<https://camsme.csd.disa.mil>
- Highlight your DoD CA (NON EMAIL) certificate and click on "OK"
- Enter your PIN and click "OK"
- You will be logged into the CAMS-ME Portal application.

Who do I contact if I have questions or need help?

If you have any questions, please contact the Columbus Call Center by phone toll free at 866-498-8687 or by email at [cams-me-helpdesk@dfas.mil](mailto:cams-me-helpdesk@dfas.mil).

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